Computer Applications I Name: Date:

**Getting Started with Excel 2007** – Using information from the PowerPoint and/or textbook pages Excel 2- Excel 9, answer the questions below.

1. Define the following terms: (Excel pages 2 & 4)

* work sheet:
* work book:
* Name box:
* formula bar:
* cell:
* cell address:
* active cell:
* sheet tabs:
* range:

2. Match the arithmetic operation with the example (Excel 7)

Addition =35%

Subtraction =A5/A7

Multiplication =A5+A7

Division =6^2

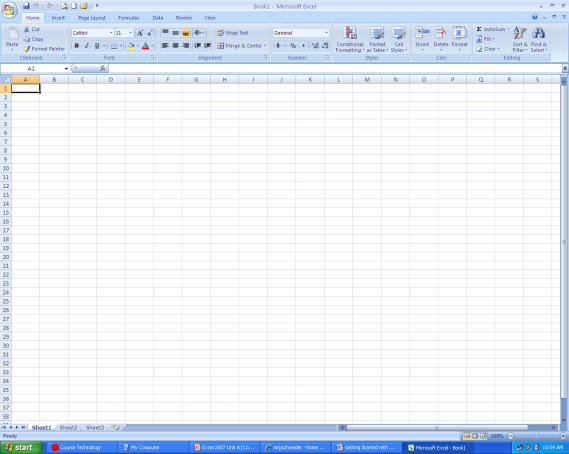
Percent =A5-10

Exponent =A5\*A7

3. What can you press to quickly jump to the **first** cell in a worksheet? (Excel 9)

4. What can you press to quickly jump to the **last** cell in a worksheet? (Excel 9)

5. Excel Program Window – Open an Excel spreadsheet and take a screen print (CTRL+Print Screen) of it. Open a Word document and paste the image into the document. Using text boxes and arrows, label the Excel spreadsheet with the following items: (Excel page 5)

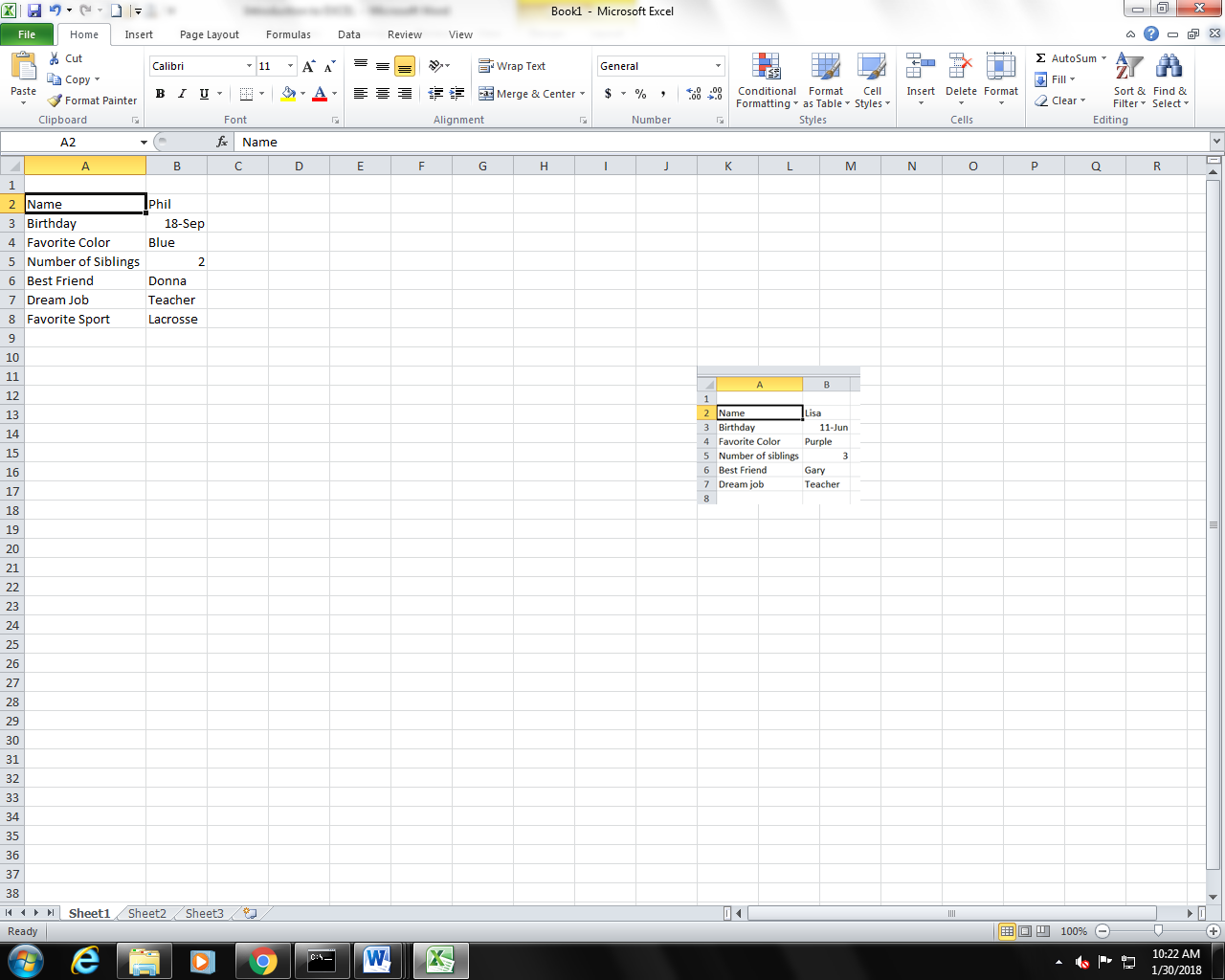
* Name box
* Formula bar
* Active cell
* Insert Worksheet button
* Sheet tab
* Row name (numbers)
* Column name (letters)
* Autosum button (Excel page 9)

**6. Excel Intro Assignment**

* Open Excel and Name the file—“Excel Intro”
* In the following cells enter the following data

|  |  |
| --- | --- |
| **Cell** | **Data** |
| A2 | Name |
| A3 | Birthday |
| A4 | Favorite Color |
| A5 | Number of Siblings |
| A6 | Best Friend |
| A7 | Dream job |
| A8 | Favorite Sport |

* Change the width of column A so that the data fits in the cell (should not be hanging into Column B).
* In column B, enter the data which answers the label in column A
* Experiment with tools in the Font group. Apply each tool to one cell



* + Bold
  + Italics
  + Underline
  + Font Style
  + Font color
  + Font size
  + Text Highlight
* Email assignment to teacher with file name in subject line